

Small Business TAX and REPORTING WORKSHOP

FREE

In an effort to provide current information regarding the proper reporting of state taxes, State Tax reporting agencies, in cooperation with WorkSource Columbia Basin, are providing this educational workshop for all businesses. The workshop is intended to help employers and business owners understand the taxation process. If you are interested in registering for this workshop please call early as space is limited.

Thursday, January 25, 2007

8:00 – 9:30 AM Department of Revenue

Learn about sales tax, B&O taxes, and filling out forms. **Recommended for:** All businesses.

9:30 – 9:45AM Division of Child Support

This class covers new reporting requirements for employers to DSHS concerning the Division of Child Support, and ongoing requirements to withhold child support according to state and federal laws. **Recommended for:** All employers.

9:45 – 10:30AM Employment Security

Find out who is reportable, proper record keeping and reporting of wages and hours, how to fill out quarterly reports, tax rates, cost controls, and exempt employment. **Recommended for:** All businesses.

WorkSource

An introduction to WorkSource for local businesses. Services for businesses include computer job-matching, electronic job postings and resume banks, help with recruitment and layoffs; assistance arranging customized training and Information on business, industry and economic trends. **Recommended for:** All businesses.

10:30 AM to 11:15 AM Labor & Industries - Claim Cost Loss Control

How to set up a program to screen potential employees to reduce injuries, what action to take when an injury occurs, and how to reduce the cost of an injury claim after it has occurred.

11:15PM to 12:00 PM Labor & Industries

This class covers independent contractors and prime contractor liability - who is reportable, record keeping requirements, proper reporting of wages and hours, filling out quarterly reports, minor work permits, reporting of family members, excluded employment, and how claims affect your costs. **Recommended for:** All businesses, with or without employees, and particularly construction firms, rental property owners, and accountants. (As necessary: Special reporting requirements for Drywall Employers.)

Location: WorkSource Columbia Basin

**815 N. Kellogg Suite D
Kennewick, WA 99336**

To register for the Workshop call: Employment Security District Tax Office (509) 735-0939